

STATE OF CALIFORNIA

**Department of Parks and Recreation**

# **CAREER OPPORTUNITY BULLETIN**



**Date: February 4, 2013**

**Bulletin # 828**

This Career Opportunity Bulletin may also be viewed on our website at

[www.parks.ca.gov](http://www.parks.ca.gov)

The Mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

## **HOW TO APPLY**

For each separate position, please forward a standard state application Std Form 678. Indicate the position and location of the job for which you are applying. Send your application to:

Department of Parks and Recreation

P.O. Box 942896

Sacramento, CA 94296-0001

Attention: Personnel Services Division/Certification Unit

All applications must be postmarked by the final filing date

**FINAL FILING DATE FOR JOBS POSTED IN THIS BULLETIN: February 15, 2013**

California Relay Service

**TDD 1-800-735-2929**

Jobs Phone Line

**1-916-653-6995**

California State Parks is an equal opportunity employer. It is the Department's policy to ensure that all personnel actions will be conducted in a nondiscriminatory manner. All personnel procedures will be conducted in full compliance with all Federal and State employment requirements. The Department will ensure maintenance of a personnel system which provides equal employment opportunity in hiring, training and promotion – under all terms and conditions of employment – for all purposes, at all levels of the Department's workforce – regardless of age, sex, race, color, creed, religion, political affiliation, natural origin, genetic characteristics, ancestry, disability, medical condition, marital status, veterans status, and sexual orientation. For information concerning the complaint process, contact an EEO Counselor or the Human Rights Office.

## **Career Opportunity Bulletin #828**

*If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.*

- **ASSOCIATE GOVERNMENT PROGRAM ANALYST – BUSINESS MANAGEMENT SERVICES SECTION/HEADQUARTERS/SACRAMENTO**
- **ENVIRONMENTAL SCIENTIST (PERMANENT INTERMITTENT) – SIERRA DISTRICT**
- **OFFICE TECHNICIAN (TYPING)(PERMANENT INTERMITTENT) – ACQUISITION AND DEVELOPMENT/SACRAMENTO**
- **SENIOR LAND AGENT (SPECIALIST)/ASSOCIATE LAND AGENT – ACQUISITION AND DEVELOPMENT/SACRAMENTO**
- **STAFF SERVICES ANALYST – ACCOUNTING SERVICES/HEADQUARTERS/SACRAMENTO**
- **SYSTEMS SOFTWARE SPECIALIST II (TECHNICAL) – INFORMATION TECHNOLOGY SERVICES/HEADQUARTERS/SACRAMENTO**

*If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.*

*The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.*

➤ **STATE PARK PEACE OFFICER (RANGER) – MARIN DISTRICT/MARIN SECTOR**

### WHO MAY APPLY

This Career Opportunity Bulletin is for **State employees and/or candidates with current civil service list eligibility and who meet this eligibility by the established final filing date.** Anyone eligible for a transfer, change in class, list appointment, training and development assignment, or reinstatement may be considered according to guidelines outlined in DAM 210.311-314.

Only the most qualified candidates will be selected for an interview. All appointments are subject to SROA provisions.

(For those classes in Units 10,14,15, and 21, this bulletin does not constitute the transfer process contained in the agreements with the State.)

#### UNIT 7 (California Statewide Law Enforcement Association – CSLEA)

Positions for voluntary geographic transfers will be filled in accordance with Article 16, section 16.9 of the Unit 7 collective bargaining agreement.

#### Unit 12 (International Union of Operating Engineers – IUOE)

Positions for voluntary geographic transfers will be filled in accordance with Article 17, sections 17.1-17.7 of the unit 12 collective bargaining agreement.

#### Unit 13 (International Union of Operating Engineers – IUOE)

Positions for voluntary geographic transfers will be filled in accordance with Article 14.1 of the unit 13 collective bargaining agreement.

*If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.*

**549-074-5393-003**

### **ASSOCIATE GOVERNMENT PROGRAM ANALYST (\$4400 - \$5348) – BUSINESS MANAGEMENT SERVICES SECTION/HEADQUARTERS/SACRAMENTO**

The reporting location for this position is the Business Management Services Section located at Headquarters in Sacramento. This position will work under the direction of the Staff Services Manager I of the Contract Services Unit. The incumbent must have excellent analytical, interpersonal, computer (Microsoft programs), organizational, and writing skills. This position will work with employees at all levels within the Department in preparing, analyzing, and reviewing a wide variety of service, consulting, public works and other types of contracts. Experience in the State contracting process is desired. **State housing is not available.** For further information regarding this position, please contact Elizabeth Garcia at (916) 651-0929.

*If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.*

**549-683-0762-902**

**ENVIRONMENTAL SCIENTIST (PERMANENT INTERMITTENT)(\$17.75 - \$32.95/HOUR) – SIERRA DISTRICT**

The reporting location for this position is in Tahoe City. This position will work under the direction of the Senior Environmental Scientist. This position is funded for three months per fiscal year with the total hours of work dependent upon the availability of special funding. The incumbent will assist project managers on natural resources projects in the District. Duties will include all aspects of project planning, implementation, and management including but not limited to: California Environmental Quality Act Compliance, contracting, working with and/or directing contractors and crews, collecting and entering pre and post-project data, collecting spatial data with Global Positioning Systems, managing project Geographic Information Systems database, report and planning document writing, budget tracking, project interpretation, public outreach, and other related duties. Desirable qualifications are excellent written and verbal communication and computer skills. The incumbent should be a self-starter and willing and able to work with others as part of a team or independently. This position requires that the incumbent must be capable of hiking over uneven and steep terrain at high elevations and work in inclement weather. **The incumbent must possess a valid class C California Driver's license. Please provide proof of eligibility with application. State housing is not available.** For further information regarding this position, please contact Tamara Sasaki at (530) 525-9535.

**549-863-1139-902**

**OFFICE TECHNICIAN (TYPING)(PERMANENT INTERMITTENT)(\$15.50 - \$18.83/HOUR) – ACQUISITION AND DEVELOPMENT/SACRAMENTO**

The reporting location for this position is at the One Capital Mall Building in Sacramento. This position will work under the direction of the Contracts Manager. The incumbent will have a variety of responsibilities associated with administrative functions for processing contracts in the Division. This includes but is not limited to, facilitating public bid openings; preparing legal documents; researching and extracting data from contract documents; receiving and logging new contract requests for assignment; providing front end documents for analysts; maintaining a paper and electronic contract filing system; managing the Plans Counter and Contract Request email nodes; assisting staff with special projects, and answering and filtering inquiries from the public. The incumbent must have a strong attention to detail and organizational skills, be able to work under short deadlines, and also be proficient with Microsoft Word, Excel, and Outlook. Experience with the State contracting process is desirable. **State housing is not available.** For further information regarding this position, please contact Christina Jaromay at (916) 445-8649.

*If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.*

**549-890-4998-002**

**SENIOR LAND AGENT (SPECIALIST)(\$5441 - \$6613)/ASSOCIATE LAND AGENT (\$4619 - \$5616) – ACQUISITION AND DEVELOPMENT/SACRAMENTO**

The reporting location for this position is the One Capital Mall Building in Sacramento. This position will work under the general direction of the Division Chief. The Senior Land Agent will work independently in the capacity of a program lead person and project manager to accomplish highly specialized and/or sensitive tasks associated with the Department's Major Capital Outlay Acquisitions, no-cost acquisitions, title issues, and associated property management programs. The incumbent also serves as a technical advisor and trainer in all areas of the Department's Real Property Services. Responsibilities may include performing real property appraisal reviews, and completing negotiations and document preparation for the most complex acquisition projects and/or use of State Park real property. This position offers a unique opportunity for staff that enjoys a variety of work and travel to scenic units throughout the State Park system. This position may be downgraded for recruitment purposes. **State housing is not available.** For further information regarding this position, please contact Kelly Di Pinto at (916) 327-7302.

**549-070-5157-006**

**STAFF SERVICES ANALYST (\$2817 - \$4446) – ACCOUNTING SERVICES/ HEADQUARTERS/SACRAMENTO**

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Staff Administrative Analyst-Accounting Systems in the Fiscal Systems Support Unit. The Fiscal Systems Support Unit maintains CALSTARS (the Department's automated accounting system), and various databases used to satisfy the Department's fiscal information needs. This position's primary duties are to process CALSTARS labor transactions which include: processing regular and adjusted work reports, maintenance of the CALSTARS Employee Master File Table, and updating various labor databases. Desirable experience includes CALSTARS, Microsoft Access, and Microsoft Excel. **State housing is not available.** For further information regarding this position, please contact Jim Heggli at (916) 651-6942.

*If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.*

**549-073-1373-002**

**SYSTEMS SOFTWARE SPECIALIST II (TECHNICAL)(\$5561 - \$7097) -- INFORMATION TECHNOLOGY SERVICES/HEADQUARTERS/SACRAMENTO**

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Data Processing Manager III in the Project Management Office. Assembly Bill 2408 has mandated consolidation into the Agency Data Center. This position will be a liaison between Agency Data Center staff and our Department playing a key role in the migration to the Microsoft California Email Services (CES) Email and the migration of file servers, Storage Area Network (SANs), and Disaster Recovery systems to the Agency's Tier III Data Center. The incumbent will work on key projects including improving inventory, service desk ticketing, and software deployment and patch management. Desirable skills and work experience include project management, technical experience working in a large Microsoft environment, Windows 7, and Microsoft Office/Exchange 2010. The incumbent must have Information Technology knowledge, patience, and strong customer service skills. This position may be required to travel on occasion. **State housing is not available.** For further information regarding this position, please contact Mike Flores at (916) 651-6772 or [mflor@parks.ca.gov](mailto:mflor@parks.ca.gov).

*If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.*

*The following vacancies are offered as advertisement to candidates that are current or eligible for reinstatement as a PC 830.2, California State Peace Officer*

**548-655-0983-002**

**STATE PARK PEACE OFFICER (RANGER)(\$3344 - \$5265) – MARIN DISTRICT/MARIN SECTOR**

The reporting location for this position is the Ranger Station at Samuel P. Taylor State Park in Lagunitas. The incumbent will work under the direction of the State Park Peace Officer Supervisor (Ranger). This is an opportunity to live, work, and engage in outdoor recreation activities in the San Francisco Bay area. Duties will include the full responsibilities and scope of a generalist State Park Peace Officer (Ranger) including visitor and resource protection, campground operations, public safety, interpretation, and volunteer management. The staff works closely with partners and other agencies such as the National Parks Service, Marin Municipal Water District, and Marin County Parks and Open Space. The position will cover other units in the District as needed. **State housing may be available.** For further information regarding this position, please contact Rose Blackburn at (415) 488-0291 or [rblackburn@parks.ca.gov](mailto:rblackburn@parks.ca.gov) .



**\*\*\*\*\* EXAMINATIONS \*\*\*\*\***

**The Department of Parks and Recreation has scheduled the following examinations.**

**Standard State applications (STD. 678) may be sent to:**

**Department of Parks and Recreation**

**Personnel Office**

**ATTENTION: EXAM UNIT**

**P.O. Box 942896**

**Sacramento, CA 94296-0001**

**Classification: ACCOUNTANT TRAINEE**

**Recruitment number: 097500-00104179-9PB31**

**Final Filing Date: CONTINUOUS**

**Exam Base: MULTI DEPARTMENTAL OPEN**

**If you have any questions, please contact State Personnel Board at (866) 844-8671. To apply for this exam, please go to [www.jobs.ca.gov](http://www.jobs.ca.gov)**

**Classification: ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**

**Recruitment number: 097500-00105393-9PB04**

**Final Filing Date: CONTINUOUS**

**Exam Base: MULTI DEPARTMENTAL OPEN**

**If you have any questions, please contact State Personnel Board at (866) 844-8671. To apply for this exam, please go to [www.jobs.ca.gov](http://www.jobs.ca.gov)**

**Classification: ENVIRONMENTAL SCIENTIST**

**Recruitment number: 097500-00100762-9PB01**

**Final Filing Date: CONTINUOUS**

**Exam Base: MULTI DEPARTMENTAL OPEN**

**If you have any questions, please contact State Personnel Board at (866) 844-8671. To apply for this exam, please go to [www.jobs.ca.gov](http://www.jobs.ca.gov)**

**Classification: STAFF SERVICES MANAGER I**

**Recruitment number: 097500-00104800-9PB19**

**Final Filing Date: CONTINUOUS**

**Exam Base: MULTI DEPARTMENTAL OPEN**

**If you have any questions, please contact State Personnel Board at (866) 844-8671. To apply for this exam, please go to [www.jobs.ca.gov](http://www.jobs.ca.gov)**

**Classification: STAFF SERVICES MANAGER II**

**Recruitment number: 097500-00104800-93914M**

**Final Filing Date: CONTINUOUS**

**Exam Base: MULTI DEPARTMENTAL OPEN**

**If you have any questions, please contact State Personnel Board at (866) 844-8671. To apply for this exam, please go to [www.jobs.ca.gov](http://www.jobs.ca.gov)**

**\*\*\*\*\* EXAMINATIONS CONTINUED \*\*\*\*\***

**DEPARTMENTAL EXAMS**

**Classification: ADMINISTRATIVE OFFICER II (3PR01-01) & III (3PR01-02)**

**Final Filing Date: 2/8/2013**

**Exam Base: Promotional - Statewide**

**If you have any questions, please contact Exam Analyst Karen Oswald.**

**For official examination announcement go to: [http://www.parks.ca.gov/?page\\_id=736](http://www.parks.ca.gov/?page_id=736)**

**Classification: PARK MAINTENANCE CHIEF I (3PR02)**

**Final Filing Date: 2/15/2013**

**Exam Base: Promotional - Statewide**

**If you have any questions, please contact Exam Analyst Karen Oswald.**

**For official examination announcement go to: [http://www.parks.ca.gov/?page\\_id=736](http://www.parks.ca.gov/?page_id=736)**